

WORKPLAN CHART
REGION _____ YEAR _____

Use this chart to summarize the workplan for each subpopulation identified on the Performance Measures Chart. Make each subpopulation number on the Workplan Chart match the Performance Measures Chart. You should be able to read across both charts for information on each subpopulation. Your workplan narrative should have more complete information. See instructions on the back of this form.

Subpop. No.	Location	Activity/Level of Intervention	Schedule	What staff will provide the service?	Desired Outcome
1.					
2.					
3.					
4.					
5.					
6.					
7.					

8.					
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WORKPLAN CHART INSTRUCTIONS

COLUMN 1:Subpopulation No. Corresponds to the same Subpopulation as listed by number on the Performance Measures Chart. There is no need to repeat the name of the subpopulation.

COLUMN 2:Location Name the location or setting where the intervention will take place. If there are multiple locations, use a separate line for each location, but make sure that each line is labeled with the appropriate subpopulation number.

COLUMN 3:Activity/Level of Intervention
State the activity and the level of intervention you plan to perform.

COLUMN 4:Schedule State when and how often the activity will be provided. Example: 2 times per month, every Wednesday, Quarterly, M/W/F, Monthly, etc.

COLUMN 5:Provider Describe what staff will deliver the activity.

COLUMN 6:Desired Outcome Describe the desired outcome of the activity as outlined in the RAP.

SAMPLE Subpop #1 Female sex partners of IDUs	“This Town” Homeless Shelter	Safer Sex Behavior Negotiation Skills /Individual & Group Level	2Xmonth	HIV Counselor/Educator	Safer sex practices, greater understanding of HIV/AIDS and reduce HIV infection and reinfection.
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